



DEPARTMENT OF DEVELOPMENT SERVICES
RECORDS OFFICE
REQUEST FOR COPIES ON COMPACT DISK

Request by: _____

Requestor's Address: _____

Requestor's Phone#: _____

Request Date: _____

FEE PAID WITH:

CASH: _____

CHECK#: _____

HTE# Or Map Room#	PROJECT NAME	PROJECT TYPE	# OF PAGES

Total number of "Project Types" _____ X \$1.00 = \$ _____

Number of disc _____ X \$50.00 = \$ _____

Total cost of copies = \$ _____

Individual that picked up CD:

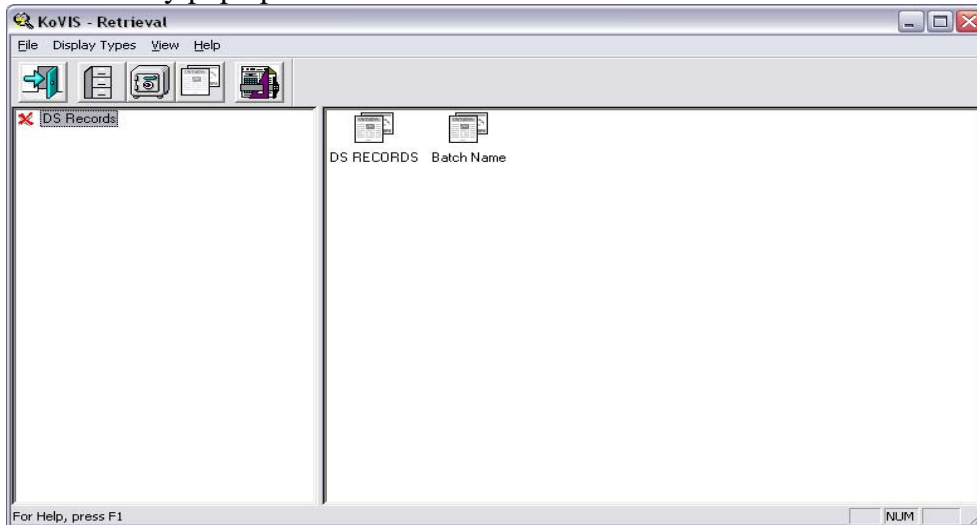
Signature: _____

Date: _____

4701 W. Russell Road, Las Vegas, NV 89188
(702) 455-3000 * Fax: (702) 382-3566

Instructions to open File360 Retrieval Software on CD's or DVD's

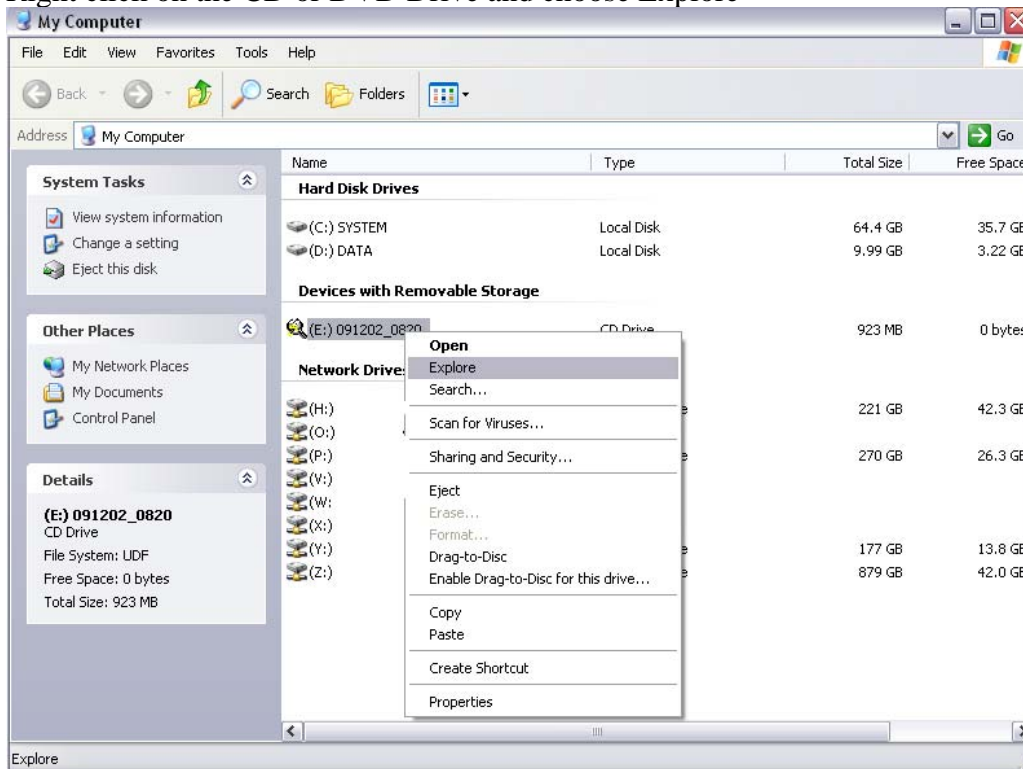
When you insert the CD or DVD into your computer the following window should automatically pop up:

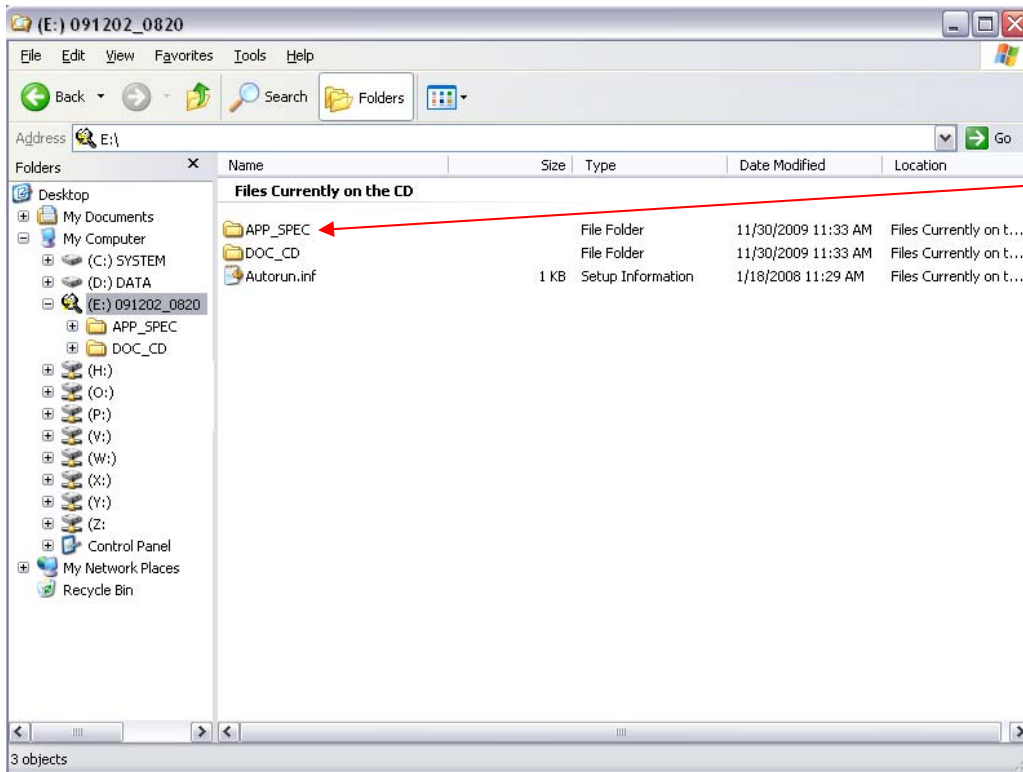


If this window pops up go to page 3 and follow instructions from there. If it doesn't open automatically, follow the instructions below:

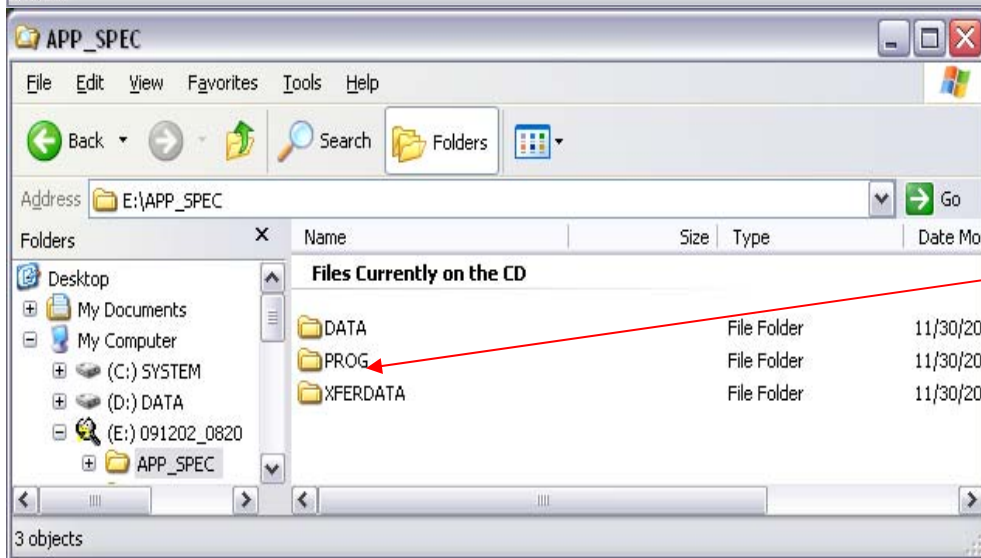
Open My Computer

Right click on the CD or DVD Drive and choose Explore





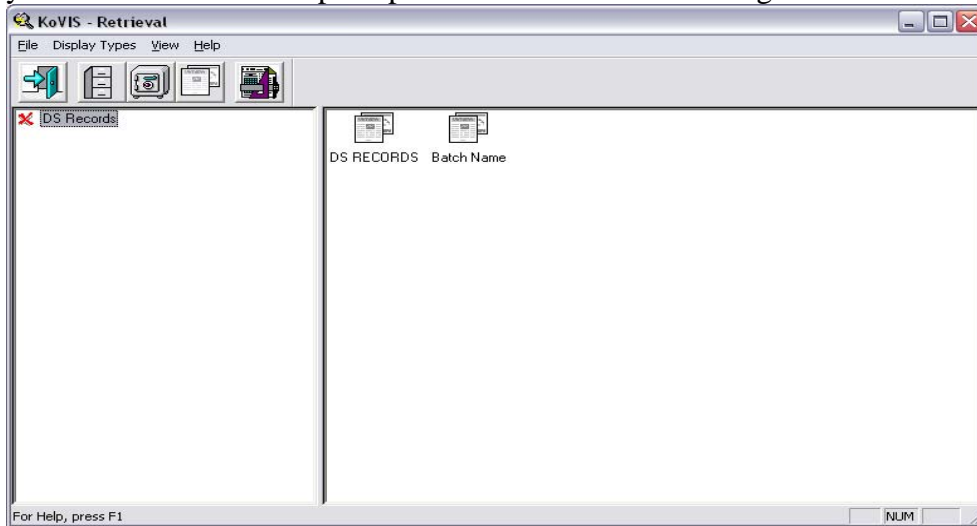
Double click
on APP_SPEC



Double Click on
PROG

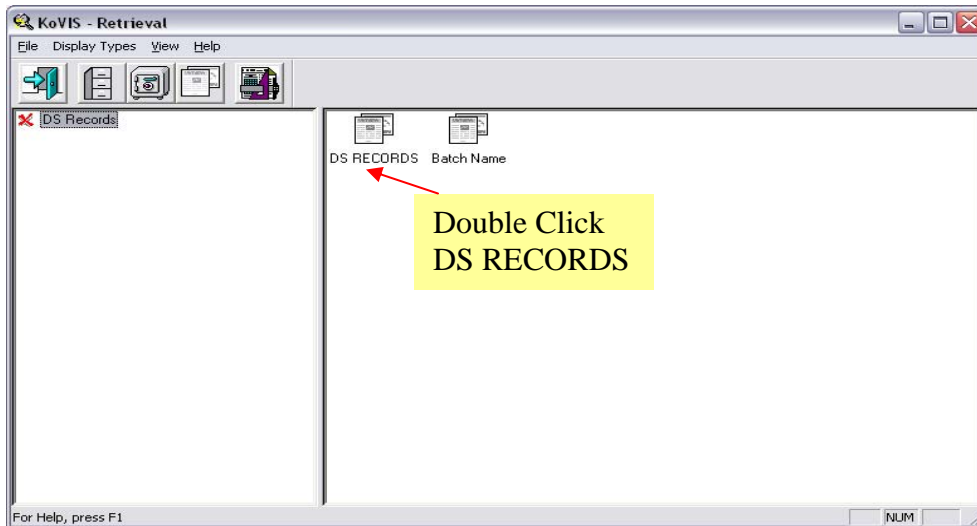


Once you double click on **epretcd.exe** the Retrieval program will open automatically and you will see a window open up that looks like the following:



Viewing Instructions using KoVIS Retrieval

You will double click on the icon on the right pane of the window that says DS RECORDS:

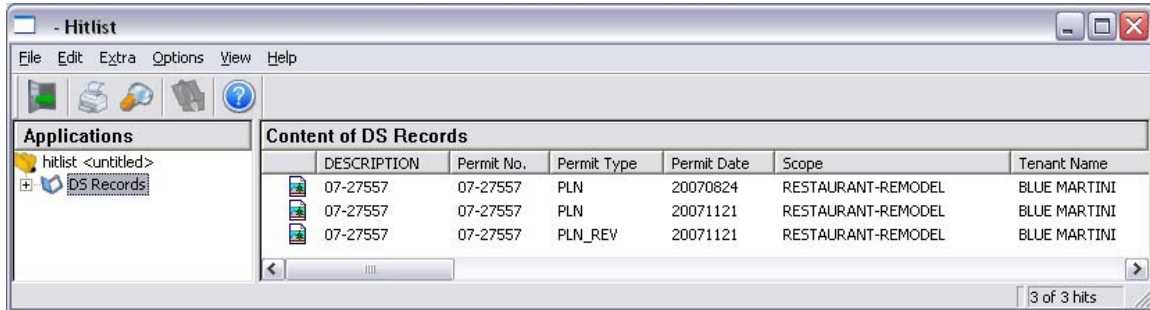


The Retrieval screen will appear:

The screenshot shows the 'Retrieval - DS RECORDS' application window. It has a menu bar with 'File' and 'Edit'. Below the menu is a toolbar with three icons. The main area is a form with a list of search criteria on the left and input fields on the right. The criteria are listed with 'AND' operators between them. Each criterion has a corresponding input field, and some have a dropdown menu to the right. The criteria are: Permit No., Permit or Doc Type, Revision #, Permit Date (yyyymmdd), Scope, Tenant Name, Tenant #, Street Name, Street #, Project, Subdivision, Legal Owner, Design Professional, APN No., Co. Issued Date, Comments, IBS Owner Name, IBS Other Name, Soils Company, Soils Proj #, Rev Description, and Case Number. At the bottom of the window, there is a status bar with the text 'Text [10]'.

Criteria	Input Field	Dropdown
Permit No.	<input type="text"/>	==
AND Permit or Doc Type	<input type="text"/>	==
AND Revision #	<input type="text"/>	==
AND Permit Date (yyyymmdd)	<input type="text"/>	==
AND Scope	<input type="text"/>	==
AND Tenant Name	<input type="text"/>	==
AND Tenant #	<input type="text"/>	==
AND Street Name	<input type="text"/>	==
AND Street #	<input type="text"/>	==
AND Project	<input type="text"/>	==
AND Subdivision	<input type="text"/>	==
AND Legal Owner	<input type="text"/>	==
AND Design Professional	<input type="text"/>	==
AND APN No.	<input type="text"/>	==
AND Co. Issued Date	<input type="text"/>	==
AND Comments	<input type="text"/>	==
AND IBS Owner Name	<input type="text"/>	==
AND IBS Other Name	<input type="text"/>	==
AND Soils Company	<input type="text"/>	==
AND Soils Proj #	<input type="text"/>	==
AND Rev Description	<input type="text"/>	==
AND Case Number	<input type="text"/>	==

Press the Enter button and everything that is on the CD or DVD will come up in the Hitlist Window:



To view one of these documents, double click the one you want to view, and the images will come up in the Image View window:




Viewing Tips

*Click the down arrow on the scroll bar to advance through the record, page by page.

*Slide the scroll bar down to advance more than one page at a time

*Use the mouse to drag and draw a box around the area in which you wish to zoom in

*Press the “fit page”  (box with 4 arrows) button on the tool bar in order to fill the viewing screen with the entire image

*Use the Print Window option in the File drop-down menu to print the portion of the image displayed in the viewer. Use the Print Image option in the File drop-down menu to print the entire page (even those portions not showing) displayed in the viewer

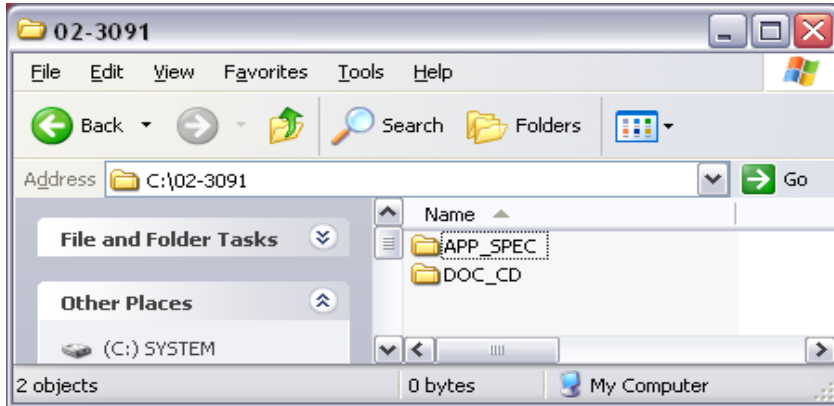
*Right click on one of the thumbnails displayed on the left side of the screen and select Print Document. This will give you a print window with the option of selecting a printer, page size, and orientation, which pages to print, how many copies, etc...

*Experiment with the other buttons and menus if you want to try something not listed above. You can't break it.

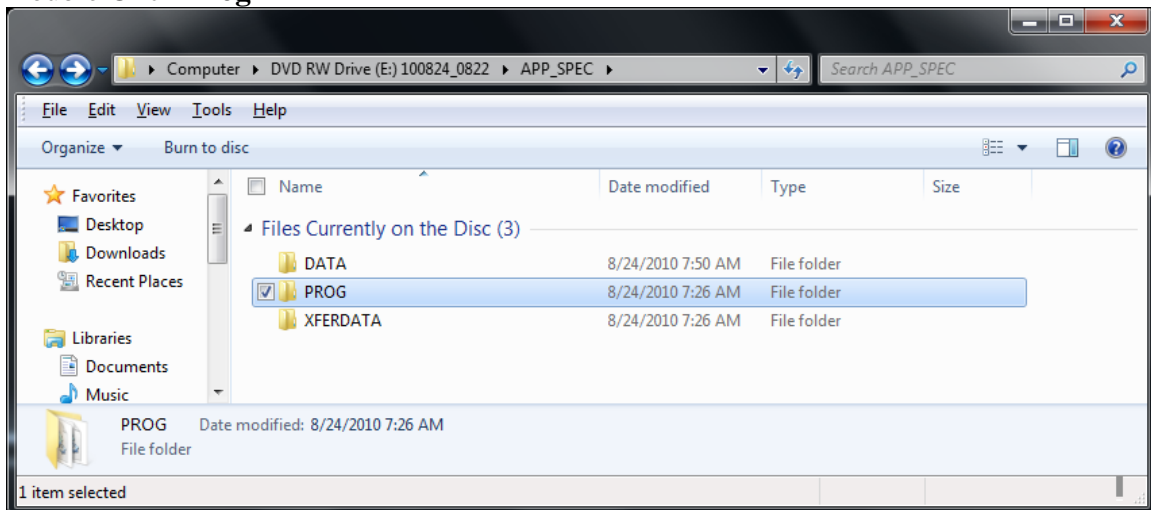
*Call the Clark County Development Services Records Office at (702) 455-4605 if you have any questions.

Opening a File360 CD or DVD using Windows 7

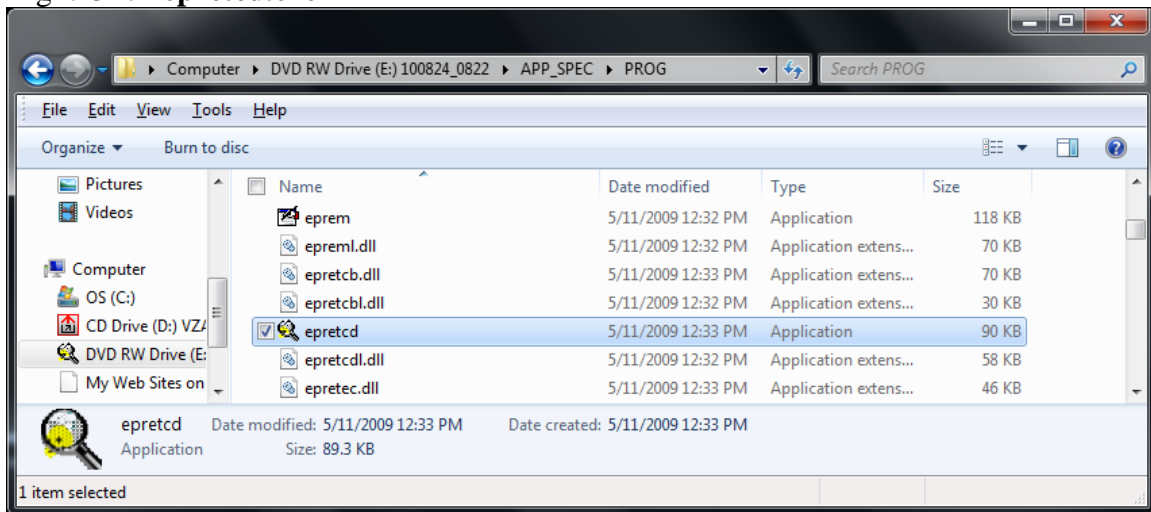
Open My Computer
Choose the CD/DVD Drive



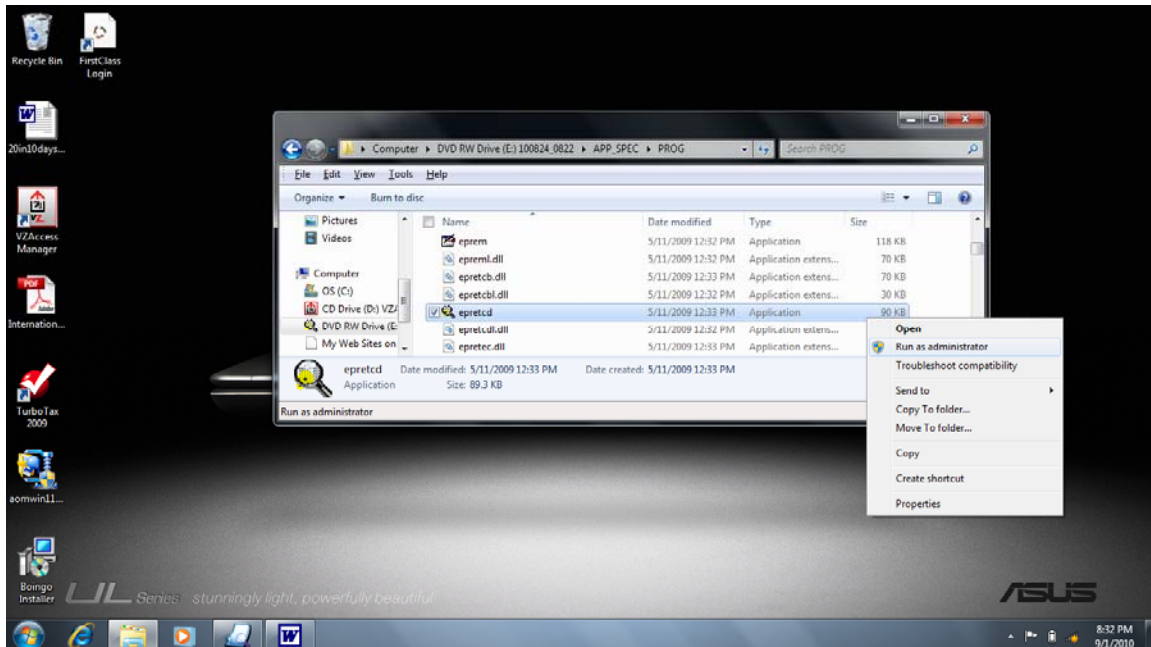
Double Click **App-Spec**
Double Click **Prog**



Right Click **epretcd.exe**



Select **Run as administrator**

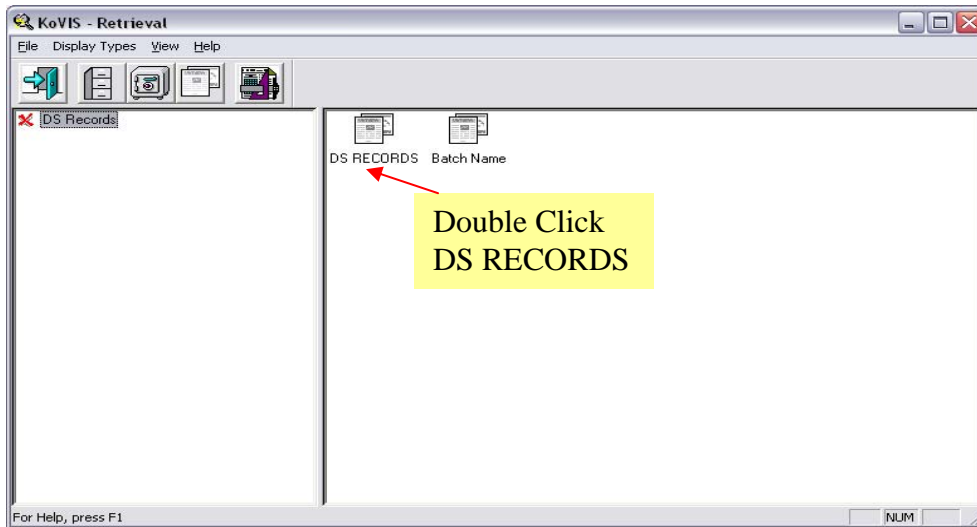


A User Account Control: window pops up and asks:

Do you want to allow the following Program to make changes to this computer, click **Yes**

Viewing Instructions using File360 Retrieval

You will double click on the icon on the right pane of the window that says DS RECORDS:



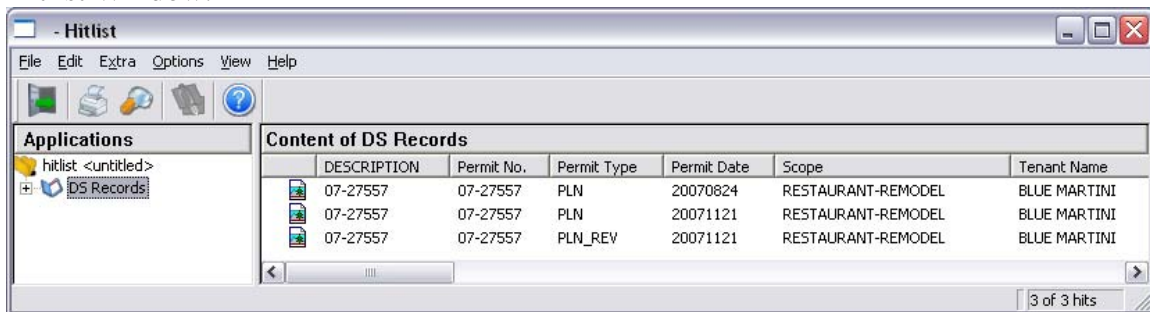
The Retrieval screen will appear:

The screenshot shows the 'Retrieval - DS RECORDS' application window. The window contains a list of fields for data entry, each with a text input box and a dropdown menu. The fields are as follows:

Field	Input Type
Permit No.	Text
AND Permit or Doc Type	Text
AND Revision #	Text
AND Permit Date (yyyymmdd)	Text
AND Scope	Text
AND Tenant Name	Text
AND Tenant #	Text
AND Street Name	Text
AND Street #	Text
AND Project	Text
AND Subdivision	Text
AND Legal Owner	Text
AND Design Professional	Text
AND APN No.	Text
AND Co. Issued Date	Text
AND Comments	Text
AND IBS Owner Name	Text
AND IBS Other Name	Text
AND Soils Company	Text
AND Soils Proj #	Text
AND Rev Description	Text
AND Case Number	Text

The window includes a menu bar with 'File' and 'Edit', and a toolbar with icons for back, forward, and search. The status bar at the bottom indicates 'Text [10]'.

Press the Enter button and everything that is on the CD or DVD will come up in the Hitlist Window:



To view one of these documents, double click the one you want to view, and the images will come up in the Image View window:




Viewing Tips

*Click the down arrow on the scroll bar to advance through the record, page by page.

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